

**STATE OF CALIFORNIA
CALIFORNIA TRADE AND COMMERCE AGENCY**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Staff Services Manager I (P/FT)
Salary Range: \$4,346 - \$5,243

DATE: July 26, 2000

LOCATION: California Film Commission, Hollywood

FILING DEADLINE: Until filled

JOB DUTIES: Under the direction of the Director and Deputy Director of the California Film Commission (CFC), the responsibilities of the Staff Services Manager I will include supervision, operational, and fiscal activities of the CFC office.

Staff Supervision, Fiscal and Administrative Management: Provides first level supervision to designated staff. Coordinates recruitment efforts and selection activities to fill available positions. Oversees attendance and record keeping. Evaluates staff performance, along with Director and Deputy Director, and related personnel problems and issues. Administer and recruit paid and unpaid interns. Coordinates administrative functions and assignments. Consults with and advises the Director and Deputy Director on all Fiscal and administrative issues. Develops and implements office procedures, in concert, with supervisors. Develops and/or selects methods to improve service, productivity, and efficiency. Coordinates the development of BCP's, finance letters, grant applications, and other potential program funding sources. Responsible for the physical environment and configuration of facilities.

Management of Contracted Services: Coordinates facility contracts and leases. Coordinates or performs needs assessment or analysis on projects, as assigned. Coordinates contract awards, provides oversight and reviews project progress, and may authorize contract payments at Director or Deputy Director's approval. Evaluates status, quality, performance, and other aspects of contracted projects or services.

This position requires a high degree of initiative and independence. The incumbent will utilize advanced skills in diverse areas including: fiscal accounting and budgeting, supervision, and project management. In fulfilling his/her responsibilities, the incumbent will supervise 3 office technicians and up to 8 student interns. This position will also require that the incumbent understand concepts and applications associated with the evolving information and communication technology areas. This person will have responsibility similar to an Operations Officer in the private sector for a mid-size organization.

KNOWLEDGE AND BACKGROUND:

- Strong management analysis skills, including planning and program evaluation, or related areas;
- Hands on experience in accounting and budgeting;
- Ability to use Excel;
- Strong abilities in administration;
- Experience in State personnel matters including hiring, payroll, and discipline;
- Strong analytical techniques to resolve complex governmental and managerial problems;
- Develop and evaluate alternatives;
- Analyze data and make presentations; and
- Familiarity with filmmaking or other creative processes.

Open to current state employees and those state employees eligible for transfer or promotion into that classification. SROA and Surplus Employees are encouraged to apply.

Contact: Elaine Dysinger
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Fax: (323) 860-2972

PLEASE SUBMIT YOUR APPLICATION TO:
California Trade and Commerce Agency
California Film Commission
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Hollywood, CA 90028
Attention: Elaine Dysinger
RPA #00-199